



Automated Licensing Information & Report Tracking System

ALIRTS User Guide

Facility Registration & Report Submission

Version 2.0

ALIRTS User Guide

Registration and Report Submission

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INTRODUCTION TO ALIRTS

The Office of Statewide Health Planning and Development (OSHPD) developed its Automated Licensing Information and Report Tracking System (ALIRTS) with two principal objectives:

- To introduce a web-based system for storing, updating, and retrieving licensing information on California hospitals, long-term care facilities, primary care clinics, specialty clinics, home health agencies, and hospices; and
- To maintain a web-based system that allows facilities to prepare, validate, and revise their Annual Utilization Reports (Report) electronically over a secure website.
- All California licensed facilities are required to use ALIRTS for reporting purposes.

The ALIRTS User Guide contains step-by-step instructions to enable you to register your facility, complete the Annual Utilization Report for the reporting year, and successfully submit the report to OSHPD. While this Guide provides help on the new online reporting platform, comprehensive individual instructions are provided for each of the Report type.

The ALIRTS User Guide is geared for facility staff that is assigned the primary responsibility for completing and submitting the Report. It also covers various administrative functions related to the OSHPD ALIRTS Account Administrator (OAAA) and Facility User like the Report Preparer who completes the Report. In most cases, both roles will be the responsibility of the same individual. Organizations whose operation is more complex or involves multiple sites may opt to assign more than one Report Preparer.

This Users Guide (Guide) will be most helpful if the OAAA and Facility Users discuss roles and duties and each has regular access to the Guide. You are encouraged to visit the ALIRTS Help web page (<http://www.alirts.oshpd.ca.gov>) to view, print, or download a variety of Help documents (ALIRTS User Guide, reporting forms and instructions, frequently asked questions, and program updates). Report instructions may also be accessed while the user is completing any section of the Report.

Like any computer application, ALIRTS will become easier to use with hands-on experience. We encourage you to follow this Users Guide as you complete the Report. Also, we highly recommend that Facility Users to become familiar with the functions and features available on ALIRTS. It may be helpful for report preparation purposes to print a paper copy of the blank Report form and use it as a worksheet prior to completing the Report online.

Important Reminder: Facilities are now required to submit their Report electronically using ALIRTS. Do not submit the hardcopy Report to OSHPD. Only facilities with prior formal written approval from OSHPD may use a different submission format.

Minimum Computer System Requirements

To use ALIRTS, you must have a personal computer system that meets the following minimum requirements:

- ◆ Processor: PC Pentium 133 MHZ CPU
- ◆ Memory: 64 MB RAM
- ◆ Modem: 28.8 KB
- ◆ Operating System: Windows 95 or higher
 - Note:** ALIRTS does not currently support the use of Macintosh computers
- ◆ Internet Browser: Internet Explorer (IE) 5.0 or higher
 - Note:** Netscape will not work with ALIRTS for reports preparation.
- ◆ AOL does work with ALIRTS. Read note under Technical Support further in this document.
- ◆ Browser Security: 128-bit Encryption*
- ◆ Minimum Screen Resolution: 800 x 600 minimum (1024 x 768 or higher recommended)
- ◆ Email: Required for OAAAs, Secondary Facility Contacts (Alternate Contacts) and report preparers
- ◆ Internet service through an Internet Service Provider (ISP)

There are significant differences in online processing speeds. Speed may depend on the ISP one uses, the type of modem used in a PC (dialup being the slowest, commercial “broadband” being much faster), PC computing power, and traffic on the Internet. This means that the time executing certain ALIRTS functions may vary -- depending on your online resources. Check with your organization’s technical support staff or the ISP that serves your facility for maximizing existing online resources.

**The browser security level required for ALIRTS is 128-bit encryption. If you are not sure your browser has 128-bit encryption, refer to the IE Upgrade instructions in Appendix D.*

Security and ALIRTS User Accounts

ALIRTS User Accounts are secure. Each facility user must have a valid ALIRTS User Account (e.g. login ID and password) in order to submit or modify utilization data. Public data users do not require a login ID or password, but are restricted to viewing of submitted data. Each facility must designate one person to be the OAAA who will have the responsibility for administering all user accounts at their facility.

The password and login ID assigned by the OAAA are perpetual, i.e. the user/report preparer may keep the same ones for all future year utilization reports administered through ALIRTS. The user may, however, change his/her own password at any time to maintain data security.

To further enhance security, ALIRTS has a "Session Time-Out" feature. While logged on to the ALIRTS web page, the application identifies the session as "active" (validating, calculating, saving etc). If no activities occur in 45 minutes, ALIRTS will be automatically logged off. This prevents unauthorized individuals from observing or entering data on a PC that was not properly logged-off. Please note that data entered since the last save will be lost in case of "Session Time-Out". We advise preparation of Report data for online sessions to enable smooth uninterrupted entry, saving data regularly, and full completion of Report sections.

Technical Support

For questions on connecting to the Internet or using the personal computer please consult with the technical support or Internet Service Provider (ISP) for your facility.

AOL USERS NOTE: ALIRTS is compatible with AOL because the AOL program runs in conjunction with Internet Explorer (IE). As long as you have IE in your computer system, ALIRTS is accessible through an AOL connection. To use ALIRTS in AOL, follow these four steps:

1. Launch AOL and do all regular login procedures.
2. Minimize AOL (click the small minus sign in top right corner of your screen.)
3. Launch IE through normal method and observe routine ALIRTS processes.
4. When entry for the day is finished or you want to leave ALIRTS, log-out off ALIRTS first, then log-out off AOL.

Contact ALIRTS Support Staff by E-mail

For questions regarding the submittal of your utilization report through ALIRTS, please e-mail us at the appropriate e-mail address below:

Facility Type	Email Addresses
Home Health/Hospices	HHA-Hospice-Alirts@oshpd.ca.gov
Hospitals	Hospital-Alirts@oshpd.ca.gov
Long Term Care	LongTermCare-Alirts@oshpd.ca.gov
Primary Care Clinics	PrimaryCareClinics-Alirts@oshpd.ca.gov
Specialty Clinics	SpecialtyClinics-Alirts@oshpd.ca.gov
General ALIRTS Inquiries	ALIRTS@oshpd.ca.gov

Navigation and Data Entry Rules for Completing ALIRTS Report

- Use the **Tab** key or a mouse click to move between input fields within a report section.
- Pressing the **Enter** key will execute the highlighted button on a web page or pop-up window. For most pop-up Message Boxes, pressing **Enter** will close the box.
- To move vertically within a page, click in the scroll bar, press the **Page Up** or **Page Down** keys, or press the Up (↑) or Down (↓) arrows keys.
- Data entered on a Report page may be lost if you use your browser **Back** and **Forward** buttons before saving or validating a section.
- Do not press the **Enter** key after entering an amount. This will execute the highlighted button on a web page. Use the **Tab** key or click into another field.
- Use care when re-typing the login ID and password. Do not mistake the letters “O” and “I” for the numbers “0” and “1” and vice versa.
- Report amounts as whole numbers, e.g., for dollar (currency) amounts, do not include cents. DO NOT enter commas in any of the Report numerical or currency data fields. The ALIRTS application will generate fatal errors if commas are inserted in numerical or currency amounts. To enter negative amounts, type a hyphen (-) to the left of number.
- Blanks and zeros (0) are treated the same. This means that you do not need to enter a “zero” when the data in the field does not apply. For the same reason, there is also no need to enter “n/a”.
- Drop-down boxes: Review carefully if the Report question pertains to your facility. Click the box and select one of the choices if required.
- You can use the **Backspace** or **Delete** keys to delete a field. Avoid using the **Spacebar** to blank a field.
- Save your work and entries before you log off or turn off your computer.
- ALIRTS will automatically log you out if no activity has occurred for 45 minutes. Activity is defined as saving, validating, or submitting data. Simply entering data will not prevent a “Session Time-out”. With a session time-out, you will lose any data since you last saved the Report and you will need to login again.

Chapter One REGISTRATION

To use ALIRTS, the facility must first be registered. Registration involves a two-step process. Both steps are discussed in detail in the following paragraphs.

Step 1: The facility designates an employee who acts as the OSHPD ALIRTS ACCOUNT ADMINISTRATOR (OAAA) and the facility's Report Preparer.

Step 2: Register the facility. All facilities are sent, by postal service, a "Registration and Information Package". It is mailed to the attention of the facility's administrator. The cover letter accompanying the Package includes a unique login ID and a password to be used during the registration process. In the process, the OAAA creates a new login ID and a new password. Step 2 also explains how to register additional facilities or how to add additional users for those OAAAs responsible for multiple facilities.

STEP 1: Designate the OSHPD ALIRTS Account Administrator (OAAA)

The OAAA is the person who has the responsibility for administering and maintaining user accounts for the facility. This person may be the facility administrator or his/her designee. The OAAA has the following responsibilities:

- Registering the facility.
- Registering any additional facilities the OAAA is responsible for.
- Assigning an Alternate Contact. This individual will be a secondary facility contact of e-mail communications from ALIRTS but does not have data submission rights.
- Submitting data (if they do not wish to delegate this function).
- Establishing subsidiary accounts. This new role is the Report Preparer and they have the ability to submit and revise data for the assigned facility. Report Preparers cannot be added until the facility is registered. (Adding Report Preparers is optional)
 - Note: OAAA's can submit data under that role and do not need to make themselves as Report Preparers to submit data.
- Updating user records such as e-mail addresses or profiles. Periodically reviewing the list of Report Preparers and ensuring that they are all "active" users. If a Report Preparer is no longer at the facility, they should be marked as "inactive".

Multiple Facilities Under One OAAA

One person can be the OAAA for multiple facilities. For example, if the organization has a home office and multiple sites, one person could be the OAAA for the entire organization and designate someone at each facility to be a Report Preparer with the ability to submit, modify, or revise the utilization report. Directions for setting up a multi-facility account are listed later in this document.

STEP 2 – Registering The Facility

Registering a facility begins with the designated OAAA accessing ALIRTS. As the facility representative, the OAAA will use the OSHPD-issued login ID and password that was mailed to his/her facility. Begin by logging in at the ALIRTS web page and completing his/her own profile information. The OAAA also enter information on Secondary Facility Contact (Alternate Contact). Lastly, the OAAA will need to identify additional facilities (if any) that he/she will be responsible for. The first step of registration is accomplished after the online profile is completed and submitted it to OSHPD.

Following are the 15 steps in the registration process.

1. Launch Internet Explorer (IE).
2. Type “http://www.alirts.oshpd.ca.gov” in Address Box and press the **Enter** key.

For future convenience, add this site to your Favorites folder by clicking on **Favorites** in the IE menu bar, and then clicking on **Add to Favorites**.

3. Select **Login** from the left side of the screen to go to the ALIRTS Login page.
4. Enter the login ID provided in the letter in the **Login** field. If the designated OAAA is responsible for more than one facility, use the login ID related to his/her primary work location.
5. Press the **Tab** key.
6. Enter the ALIRTS password, exactly as it appears in the letter, in the **Password** field. Use extra care not to mistake the letters “O” and “I” for the numbers “0” and “1” (and vice versa).
7. Click **Login**. If **Cancel** is clicked instead of Login, any information entered on this page will be lost.
8. The OAAA will be automatically directed to the Facility Registration screen. This is an important step in the registration process and the information entered will become his/her OSHPD ALIRTS Account Administrator **PROFILE**. The profile is referred to in other parts of the ALIRTS User Guide. Enter the OAAA contact Information in all fields A through H:
 - A. First and Last Name of the OAAA (required). The Middle Initial is optional.
 - B. Title (required).
 - C. Phone Number (required) and Extension (if applicable)
 - D. FAX Number (optional, but encouraged).
 - E. E-mail Address (required).

The e-mail address will not be available to the public and will be used by OSHPD to send ALIRTS-related notices and updates.

- F. Enter the OAAA's Street Address, City, State and Zip Code (required). The Zip Code Extension is optional. This information will be used by OSHPD to mail ALIRTS-related material that cannot be distributed electronically.
- G. Login ID: Create a new/personal one now. While it is not required to change the login ID sent by OSHPD, it is highly recommended that the login ID be changed to one that can be easily remembered. Type over the OSHPD-provided ID with the new one. Refer to the login rules below:

IMPORTANT! Login ID Requirements	
❖	Login IDs must be unique within ALIRTS. No two persons using ALIRTS can have the same login ID.
❖	The login ID cannot be the same as the password.
❖	Must contain 6 – 20 characters, cannot be OSHPD ID #
❖	Can contain special characters (e.g. #, \$, &)
❖	Login IDs are not case sensitive.
❖	Can be a combination of letters and numbers. (i.e. "msmith12 or "maryannsmith" is acceptable), but it cannot contain 9 numbers (i.e. the facility's OSHPD ID Number cannot be the Login ID).

- H. Password: Create a permanent password now. The password from OSHPD is for the first login only. It **CANNOT** be used after the initial login. ALIRTS requires the password to be changed now. Refer to the password requirements below before creating a new one.

IMPORTANT! Password Requirements	
❖	Passwords are not unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
❖	Must contain 8 – 20 characters.
❖	Can contain special characters (e.g. #, \$, &)
❖	Passwords are case sensitive (i.e., "A" is different from "a".)
❖	Must contain at least one <u>letter</u> and one <u>number</u> (i.e. "msmith12 but not "maryannsmith")

9. Secondary Facility Contact (Alternate Contact). Complete the requested information in the fields. This information is required.

Alternate Contacts DO NOT have data submission rights to ALIRTS. They are only used as a secondary contact for the OAAA. If you want your Alternate Contact to have an ALIRTS login ID and password, add that person as a report preparer. See Chapter Two for instructions on adding users.

10. **OPTIONAL: Registering Multiple Facilities:** If the OAAA is responsible for multiple facilities, ALIRTS enables him/her to use one login ID and password to access all the facilities under his/her responsibility:

- To register multiple facilities, enter the OSHPD login ID and ALIRTS password for each additional facility at the bottom of the OAAA profile. These were initially mailed to each facility in the letter.
 - If registering more than one additional facility, click **Add Facility**.
11. Click **Register** AFTER all the required fields are entered, including registering and verifying all additional facilities data.
 12. If the data submitted contained errors or omissions, ALIRTS will show the error messages at the bottom of the screen. Review the data fields indicated in the error messages and make the needed corrections. Then click **Register** again. If the errors persist, contact the ALIRTS Technical Support Line at (916) 323-7685.
 13. If registration is successful, ALIRTS Registration Confirmation page will appear on the screen. Review carefully the certification of agreement statement. For a copy of the agreement, click **Print** before selecting **I Certify**. To acknowledge agreement of the terms, click **I Certify**. The OAAA certification and the information associated with the facility will automatically be submitted to OSHPD.
 14. This completes the Registration Process! Click **Home** to return to ALIRTS Home Page.

Chapter Two LOGGING IN TO START OR OPEN REPORT

Important! Read the following explanation concerning initial registration/login and routine logins thereafter:

- On initial registration/login, the representative assigned by the facility to be its OAAA logs in using the unique and confidential login ID and password that OSHPD mailed to the facility. This is a one-time procedure. Thereafter, you simply log in with the new login ID and new password that you will have created during the registration process.
- If the initial registration/login HAVE NOT been completed, then go back to review Chapter One Registration before beginning the steps below. While you may be able to do the initial register and login using the steps below, Chapter One has other information that is helpful for using ALIRTS effectively.

OAAAs: Continue the 30-Step Report Registration and Submission Process

All Report Preparers: Begin the Report Submission Process

15. Launch Internet Explorer (IE).
16. Type <http://www.alirts.oshpd.ca.gov> in your browser Address Box. Press **Enter**. This step will direct you to the ALIRTS Home Page.
17. At the **ALIRTS Home Page**, click on **Login**. This will take you to the ALIRTS login page.

On some PCs, a Security Alert box will appear stating that you are about to view pages over a secure connection. Click on **OK**. You can disable this warning by clicking in the provided box.

18. Enter your login ID and press the **Tab** key.
 - ❖ Note: If you've forgotten your Login ID or Password there is a "forgot your password" link at the bottom of the Login screen. Just click on it and it will take you to another screen asking you for your last name and e-mail address. If these match a last name and e-mail address ALIRTS has on file, the Login ID and Password will be sent to that e-mail address. If your email address has changed, you will have to call the ALIRTS Technical Support line at (916) 323-7685.
19. Enter your password. Refer to Chapter One rules on creating passwords and login IDs if asked to create them. Read the Critical Note below:

OAAAs: If this is a first-time login, ALIRTS will redirect you to a screen where you must register the account by filling out an OSHPD ALIRTS Account Administrator (OAAA) profile. As part of this process you will have to create a new password. If desired, a new login ID can be created as well. DO NOT use the same OSHPD-provided password and login ID that was mailed to your facility. Create your own new password and confirm by re-typing the same password when asked by ALIRTS.

Report Preparers: If this is a first-time login, ALIRTS will redirect you to a screen where you will have to create a new password. If desired, a new login ID can be created as well. DO NOT use the same password that was provided to you by your OAAA. Create your own new password and confirm by re-typing the same password when asked by ALIRTS.

20. Click **OK**. You are now logged in. If the new password was accepted, the message, "Update Successful" will appear on the screen.
21. Click on the message "**Update Successful**" to be redirected to the ALIRTS Home Page. To confirm that you have successfully logged in, your login ID will appear (in red) at the top of the left navigation bar.

The password and login ID are perpetual, i.e. the user/report preparer may keep the same ones for all future year utilization reports administered through ALIRTS.

22. Select Utilization Home (Submit/View Report) from the left navigation bar. Use the Facility Search field at the bottom of the ALIRTS Utilization Home page and enter the nine-digit OSHPD ID# and click Search. You can also search for a facility using any of the following parameters:

- OSHPD Facility ID Number
- Name of Your Facility (partial name may work to start)
- Facility License Number

23. At the ALIRTS License Facility Search Results screen, locate the facility for which you wish to start a report (there could be one or more facilities listed based on the search parameters). Go to the Action box and click **View Reports**.

24. You are now in the Utilization Reports Search screen. Click on the drop-down box in the middle of the page and choose the appropriate year.

The name of the facility and the OSHPD facility ID number will be displayed at the top of the screen.

25. Click **New Report**. ALIRTS automatically redirects you to Section 1 of the report where you begin entering data.

Note: If a report for the year indicated already exists, ALIRTS will give the following warning: ERROR! A New Report is not allowed if a full year report already exists for selected Facility and Year!

Please Review These Important Notes On Completing the Report

- The Report may be fully completed and submitted to OSHPD in one session. You also have the option to fill out a partial Report, save it and logout. Then you log back in at a later time to continue and complete the Report.
- You may validate each section of the report but it is not required. However, you must validate the entire report before it can be submitted.
- The validate button automatically saves data. If you wish to leave ALIRTS you may either validate or save the Section.
- For instructions on filling out the Report, please refer to the Report Instructions. You can access the Instructions and a Glossary of Terms by clicking the appropriate links on the top right area of each Report Section.

The Process of Validating the Report (Errors and Warnings)

After all of the data are entered, you must validate the Annual Utilization Report before you can submit it to OSHPD. Please be aware of the following validation points:

- The validation process applies ALIRTS edits (internal application checks and tests) to data entered. ALIRTS will display any edit failures in the Errors & Warnings section.
- ALIRTS allows you to validate each section individually OR the entire report as a whole. If you choose to validate one section, any edit failures that display at the bottom of the screen are just for that one section only.
- Whether validating one section at a time or all the sections together at one time, the entire report must be validated before it can be submitted.
- If there were no errors or warnings for the section you last validated, the bottom of the page will be blank.

26. Click **Validate & Save** at the bottom of the report (just below the Errors & Warnings section). Correct all of the fatal errors, check the confirmation box for the “confirm” errors and provide an explanation for all of the confirm and explain errors.

- The column labeled “Error Message” includes the section-line-column reference in the Annual Utilization Report and the reason why the data failed the edit. ALIRTS assigns a level of severity for each kind of error: “fatal”, “confirm” or “confirm & explain”. Fatal errors require you to change the data in some way. Confirm errors require that you check off the box to verify that you have reviewed the data entered and agree that it is accurate. Confirm & Explain errors require you to provide a brief and concise explanation.

Submitting the Report

27. Click **Submit** after the entire report has been validated. You will be redirected to the Certification screen.
28. Read the submission certification agreement on the screen. The Report must be certified by the logged-in report preparer before ALIRTS will transmit the data to OSHPD. Click **OK** if you agree.
29. You are redirected to the ALIRTS Certification of Submitted Report page. The message confirms the certification and provides a web page address where the Report may be viewed. Click **Print** and save the confirmation copy in a safe place for record-keeping purposes.

The message also provides the ALIRTS Support e-mail address and telephone contact information if you have any questions.
30. Click **Close** to return to the Utilization Home Page. This completes the Annual Utilization Report submission process!

Revising a Previously Submitted Report

1. After logged-in, locate the facility using either the search box at the top right of the ALIRTS Home Page or the Advanced Search screen.
2. At the ALIRTS License Facility Search Results screen, choose the facility and click on **View Reports** in the Action box.
3. At the Utilization Report Search screen, choose the report you wish to revise and click **Revise** in the Action box.

If your facility already has a revision "in process" you cannot begin another revision. You must either **Revise** or **Delete** the Report that is "In Process".

4. The displayed report will contain all previously submitted data. Change the data elements that you wish.
5. Validate and save the revised report as you would with the original.
6. Submit the revision as you would with the original.
7. Note: The report may be revised up to two years after the due date.

Chapter Three MAINTAINING ALIRTS USER ACCOUNTS

This chapter describes the features with ALIRTS that the OAAA will use to maintain and administer the ALIRTS user accounts under his/her responsibility. Following instructions are for the specific functions:

- ◆ Reset passwords for report preparers and update information on their profiles
- ◆ Change your own password
- ◆ Add new facilities under your responsibility
- ◆ Add report preparers

Updating Information Including Passwords for Report Preparer

Once the OAAA has created a user profile for a Report Preparer, the OAAA can access that profile at any time and update the report preparer's user information. For example, you can change report preparer's name, login ID, change or reset his/her password, change the account to active or inactive, or remove/add access to other facilities that you, as the OAAA, are responsible for. Follow the same steps to change/update your **own** information.

1. Login at <http://www.alirts.oshpd.ca.gov>.
2. Select **Administration Home** from the left navigation bar.
3. Select **User Search/Edit** from the left navigation bar.
4. Locate the user whose data you would like to modify.

For easier location of users especially facilities with many preparers: Sort each of the five columns in alphabetical order (ascending or descending). Click on the column name to alternate between ascending and descending order.

5. Click on the user name whose profile you want to update. ALIRTS opens the User Edit screen.
6. Modify or update data as necessary.
 - If changing passwords or login IDs, you must observe the password and login ID requirements. If the password entered was invalid, you will be provided with red error messages. Identify the error(s) and correct as necessary.
 - Check the boxes for the facilities he/she will be active for.
7. Click **Save** after changes are made. An "Update Successful" message will display on your screen.

Re-setting Passwords for Report Preparers and for Yourself.

Passwords are important for security safeguards and as the OAAA, you control and authorize the assignment of the report preparers.

If you forgot your password or login ID click on the “Lost your password or login?” at the bottom of ALIRTS Login screen. Fill in your e-mail address and last name on the Lost Password screen and click Send. ALIRTS will verify your account information and will e-mail you the login ID and password. Passwords become disabled after THREE login failures. Entering an incorrect login ID or password is considered a failure. If this happens to a Report Preparer, he/she must contact you to reactivate a new password. If you, as the OAAA forget or your password becomes disabled, you will need to contact ALIRTS Technical Support at (916) 323-7685 for assistance.

Changing Passwords (and Your Own Also)

To change a reporter preparer’s password, complete the following steps. You may follow the same steps for changing your own password.

1. After logged in ALIRTS, at the ALIRTS Home page, click **Administration Home**
2. Click on **Change Password** in the left navigation bar.
3. Change the password by entering a new password in the “Password” field and then re-entering it in the “Confirm” field. Review the password creation rules below before you choose the new password.

IMPORTANT! Password Requirements
❖ Passwords are not unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
❖ Must contain 8 – 20 characters.
❖ Can contain special characters (e.g. #, \$, &)
❖ Passwords are case sensitive (i.e., “A” is different from “a”.)
❖ Must contain at least one <u>letter</u> and one <u>number</u> (i.e. “msmith12 but not “maryannsmith”)

4. Click on **OK** to submit your changed password. If you click Cancel it will redirect you back one page without your changes.
 - If the change was done correctly, the message “Update Successful” appears below the password fields.
 - If NOT done correctly, you will receive an error prompt. More than likely, the passwords entered in the two boxes

were not the same, i.e. the “Confirm” field was different from the initial entry.

- Re-enter all fields carefully. If problems persist, you need to contact ALIRTS Technical Support at (916) 323-7685 for assistance.

You may change both the login ID and password at the same time using this menu. However, you cannot use this menu to change the login ID only. You will encounter an error message.

Adding Other Facility (Facilities) to Your ALIRTS Account

The OAAA can add other facility (facilities) for which he/she is responsible to the ALIRTS account during the initial registration process or later if necessary. The OAAA will need the unique login ID and password issued by OSHPD for that facility. If the information is not available, contact the ALIRTS Technical Support at (916) 323-7685 for assistance.

REMINDER: The OAAA will need to assign the newly added facility (facilities) to a report preparer. He/she may also assign himself/herself as the sole report preparer for that facility.

1. Login to ALIRTS.
2. From the ALIRTS Home Page click **Administration Home**.
3. From the Administration Home Page, click **User Search/ Edit**.
4. At the ALIRTS User Search screen, click on the OAAA name.
5. At the ALIRTS User Edit page, go to “Add Facility” at the bottom of screen: Enter the OSHPD ID#, Login ID and password for the facility as it appears in the registration letter.
6. Click **Add Facility**.
7. Click **Save** and ALIRTS will display an Update Successful message. If an error message appears re-enter carefully the information requested and then click **Save** again.
8. Click **Close** to return to the Administration Home Page after the additional facility was successfully entered.

Adding Another Report Preparer or Multiple Users

The OAAA may add users to assist in the completion of the Report. Adding Report Preparers/users is done through the ALIRTS User Search screen. This can be done during the initial login and registration step or at a later date. Remember, a Report Preparer cannot be added until the facility is registered.

In addition to serving as the screen where additional users may be added by the OAAA, the ALIRTS User Search is a gateway for many other functions. After this current Section, a more detailed description and purpose of the various links is provided.

1. Login to ALIRTS.
2. From the ALIRTS Home Page, click **Administration Home**.
3. From the Administration Home Page, click **User Search/ Edit**.
4. Click **Add User**. This will take you to the ALIRTS User Edit page.
5. Enter the additional user's information as requested:
 - A. Enter First and Last Name of the additional Facility User (required). The Middle Initial is optional.
 - B. Enter the Facility User's Title (optional).
 - C. Enter the Facility User's Phone Number (required) and Extension (if applicable).
 - D. Enter the Facility User's FAX Number (optional, but encouraged).
 - E. Enter the Facility User's E-mail Address (required).
 - F. Enter the Facility User's Street Address, City, State and Zip Code (required).
 - G. Assign the Report Preparer a unique login ID. (See login ID requirements in Chapter One).
 - H. Enter password for Facility User and then re-enter it in the Confirm Password box. (See password requirements in Chapter One.)
 - I. Indicate the Report Preparer's Status: Active or Inactive. The status checkbox is marked "Active" by default and works as an "On and Off" toggle switch. The OAAA may use this screen at any time to update the information on the report preparer designated for the facility.

- J. At the bottom of the ALIRTS User Edit page it displays the name of your facility (facilities if responsible for multiple sites). Click **Assign** next to the specific facility you designate for the new user. Click **Save**.

Additional Information on ALIRTS User Search/Edit Function

The User Search/Edit function is a gateway that will allow the OAAA to assign and maintain access rights to other users of the account.

ALIRTS categorizes users into Groups: OAAA, Alternate Contact (Secondary Facility Contact), and Report Preparer. The **User Search/Edit** page lists all Groups associated with the Account (both active and inactive). The OAAA can use these screens to:

- Establish Report Preparers/Facility Users for each of the facilities associated with the ALIRTS Account (adding a user).
- View the list of facilities and Report Preparers/Facility Users in the Account.
- Sort the users by names, Login ID's, Groups, Status - active or inactive, and e-mails.
- Edit his/her own OAAA profile as well as other users' profiles (resetting passwords, login IDs, etc)

Chapter Four Other Functions – Printing, Viewing Report

Functions and Links

Instructions for Completing the Report: ALIRTS provides the on-line instructions for each section of the Report while the reporting of data is in session. The link is located in the upper-right corner of each Report section.

Links at the End of Each Section: At the end of each section of the report there are four (4) Basic Function buttons. They are save, calculate, validate section, and cancel.

- **Save:** This function saves all data entered for the section, but does not apply programmed edits to the data entered. After data being saved the Table of Contents will appear on the screen.
- **Calc:** This function performs all arithmetic operations in the section (primarily summing up totals within the tables).
- **Validate [Section No.]:** This function executes all the programmed edits for that particular section and Saves the report at that point. Any edit failures will be listed at the end of the Report under Errors and Warnings.
- **Cancel:** This function wipes out any data entered after the last “save” and closes the report and returns to the Utilization Report Search screen.

Links at the End of The Report: At the end of the Report there are six (6) Function buttons. They are save, calculate, validate & save, submit, close and delete

- **Save:** This function saves all data entered for the entire report, but does not apply programmed edits to the data entered.
- **Calc:** This function performs all arithmetic operations for the entire report.
- **Validate & Save:** This function executes all the programmed edits for the entire Report. It checks, compares and matches data entered from different sections. Any edit failures will be listed at the end of the Report under Errors and Warnings. It also saves the Report at that point.
- **Submit:** This function transmits the Report data to OSHPD. ALIRTS will not allow a Report to be submitted until the report is validated, with all fatal errors corrected and cleared, and explanations given to all explain and confirm errors.
- **Close:** This function closes the Report. A warning message will appear alerting the user that any entries made and are not saved after the last save session will be lost. If that is the intention of the user then click OK. The ALIRTS Home page will appear.

- **Delete:** This function deletes all the data entered in the entire Report and the user will need to start from the beginning again.

Report Actions on the Utilization Report Search screen:

- **View:** This action displays a read only version of any report listed on the table. No data can be entered in this mode.
- **Revise:**
 - For **InProcess** reports – this function displays the report and allows OAAA or report preparer to continue to enter data on any section.
 - For **SubmittedOriginal or SubmittedRevised** reports—when the report is submitted the first time it will be shown as SubmittedOriginal and will be kept in the database permanently. The original report can be revised at a later date and it will be shown as SubmittedRevised. Only the latest version of the revised report will be kept in the database.

Printing and Viewing Reports

- **Printing the Report (while logged in):** the entire Report can be printed by going to the Printer Friendly Version icon located at the top right corner below the search box on the View/Edit Report screen.

Viewing Another Facility's Report: ALIRTS allows the general public to view any submitted Annual Utilization Reports. To view reports from other facilities:

- Use the search function (top of ALIRTS Home page) or the Advanced Search option in the navigation section (left side of page).
- Enter either the OSHPD ID or the Facility name (partial name will do).
- At the ALIRTS Licensed Facility Search Results screen, find the facility you want, go to the Action box and click **View Reports**.
- At the **Utilization Report Search** screen locate the report you want, go to the **Action** box and click **View**.

APPENDIX A

F A Q

Frequently Asked Questions

These Frequently Asked Questions (FAQ) are generally geared for the OSHPD ALIRTS Account Administrator (OAAA), however, other facility representatives like Report Preparers and the Secondary Contact should be familiar with the terms.

Q1. I am an OAAA. As soon as I register the first of two facilities I am responsible for, I will begin completing the Report. I plan to have a future employee help me on the second facility. My question: Is it better to first Add a User (Report Preparer) or to add a facility.

A1. You can register the two facilities from the very beginning as you first establish the ALIRTS account. You may register yourself, for instance, and assign Facility #A for your direct completion. You may register Facility #B but not assign it to an employee until you're ready.

Q2. On Section 1, ALIRTS has already pre-filled many of the information fields. How can I change the information if it is wrong or outdated?

A2. It depends on the error. Material changes (the number of licensed beds, the legal entity name, etc) cannot be done on the ALIRTS web site. The source of this data is the license issued by the Department of Health Services. You will have to contact DHS and have the license changed.

If the data on ALIRTS does not match your current license call the ALIRTS Technical Support line (916) 323-7685 and inform us of the problem. This is also true for minor errors such as typos.

Q3. Sometimes ALIRTS seems to take longer to respond than other times. What could be the problem?

A3. Like all web-based applications, the ALIRTS response time is affected by various factors: Internet connections (e.g., broadband, cable, DSL, and T-1 are much faster than a dial-up connection); your PC's processing power; your Internet Service Provider capabilities, or unusual heavy traffic on the Internet.

Q4. Should I print the registration certification?

A4. We recommend that you print a copy for your records.

Q5. How should I enter dates?

A5. Various areas in ALIRTS require you to enter dates (Section 1, menus that include the creation of profiles, etc). We recommend that you use the following formats. Using the date of June 25, 2002, as an example:

Acceptable:	6/25/02
Acceptable:	06/25/2002
Acceptable:	June 25, 2002
Not Acceptable:	6.25.02
Not Acceptable:	Jun 25 02

Q6. How should I enter telephone numbers?

A6. Using the parenthesis symbols is not accepted. Do not use spaces between groups of numbers. You may use the following formats. Using the sample telephone number (213) 555-5555:

Acceptable:	2135555555
Acceptable:	213-555-5555

Q7. I was entering data on Section 2 of the Report and had to attend to other duties. When I came back in about one hour and typed something in the form, a message came up that said I had to login again because of a Session Time-out. What is that? I lost Section 1 and Section 2 data I had typed.

A7. Session time-outs are a security feature. Once logged into ALIRTS, the system detects if there is no activity (validating, calculating, saving etc) for 45 minutes and logs the user off at that point. This is known as a session time-out.

Q8. What do I do if the particular data element doesn't apply to my facility?

A8. It is not necessary to type in a Zero "0" or Not Applicable "N/A" when the requested information in specific fields does not apply to your facility or there is no utilization or financial data to report.

Q9. Do I have to make a selection in the various "Drop Down" boxes in the Report?

A9. The answer is "yes". You are required to select the best choice from the categories given. It will show as an error for the report if these drop-down questions are skipped over. Read the Report Instructions for more specific assistance.

Q10. Some fields in the Report show a checkbox. Do I need to check all of them?

A10. Usually the report question comments will advise you to follow-through and do a checkmark. It also depends how you answered a prior part of the same question. Try the question again and if you're still not sure, check the Report Instructions. You can access them by clicking the link in the top right section of your screen when you're logged in and in a specific Report Section.

Q11. Will OSHPD still produce the downloadable data files that contain submitted utilization and financial data? For example, the State Utilization Data File.

A11. Yes! Look for the downloadable CSV or text-based data file in the OSHPD web page about three months after the Reports are due.

Q12. What kind of copies can I get through ALIRTS? I want to get a copy of the annual utilization report for three facilities.

A12. If you are referring to three facilities not related (associated) with your own, then you must Log-out completely from ALIRTS as a facility user (OAAA, Report Preparer). Access ALIRTS as a General Public user. Such users do not need login IDs or passwords. You will be able to search for the facilities desired and print appropriate copies of their available submitted reports by clicking the Printer Friendly Version icon .on the top right corner below the search box on the View/Edit Report screen.

APPENDIX B

ALIRTS User Guide Glossary

Alternate Contact: A facility employee who is designated by the OAAA as his/her alternate to receive ALIRTS-related communication either through e-mail or postal mail from OSHPD. Also known as a *Secondary Facility Contact*. The Alternate does not automatically have rights to access or submit the utilization report. The OAAA must also register the Alternate as a Facility User/Report Preparer.

Browser: Software application which allows PC users to access the Internet and web pages of the World Wide Web e.g. Internet Explorer, Netscape, Opera).

Encryption: Information transmitted in ALIRTS is protected from unauthorized viewing by confidential coding through the browser -- Internet Explorer (IE). The browser security level required for ALIRTS is 128-bit encryption. Users with IE versions without 128-bit encryption may need to upgrade. [Refer to the IE Upgrade instructions in this User Guide].

Errors and Warnings: Messages generated by ALIRTS that advise the report preparer of errors related to the data entered before submission. They are a part of the validation process that a report preparer uses for a Report Section or for the full Report.

After any Section or full-report validation, ALIRTS generates a list of categorized Error Warnings. The list is located at the end of the Report, after the last Section. The column in the list entitled "Severity" categorizes the error as fatal or requests "confirmation and explanation" of the data affected by an entry.

Errors and warnings may involve arithmetic discrepancies or the type of data entered relative to facility licensing. ALIRTS assesses the "severity" level of data errors. Below are the general types of errors that may result after a validation command and the corrective actions necessary to clear the error or warning:

- Error - Fatal: The data entered is being validated and did not pass the programmed ALIRTS edit. Until the report preparer correct the discrepancy, submission of the report cannot take place. The ALIRTS message indicates where the error occurred, i.e. by section, line and column; and also the cause for the error.
- Error – Confirm: The data entered was identified as being questionable (although still possibly correct). ALIRTS is asking the report preparer to review the data and then check the verification box indicating that the data was reviewed and is correct.
- Error - Confirm and Explain: ALIRTS advises that specific information entered should be confirmed by the report preparer and an explanation provided. As with the "confirm" errors the report preparer confirms the entry

was correct by entering a “check-mark” in the status box; but in addition must also provide a concise explanation in the text box next to the error message.

Facility User: A general term for any employee for the facility who is registered by the OAAA and is authorized to complete, submit, and/or revise the ALIRTS reports on behalf of the facility. Also known as a *Report Preparer*.

ISP: Internet Service Provider. A telecommunications organization, typically commercial, that provides an Internet connection (e.g., Earthlink, AOL, SBC DSL-Yahoo). The usual connection are dial-up modem, DSL, broadband, or satellite.

LFIS: Licensed Facility Information System (LFIS). LFIS displays licensing data and other basic information about California's hospitals, long-term care facilities, primary care and specialty clinics, home health agencies and hospices. It is maintained by OSHPD and is based on the information contained on the facility's license, which is issued by the California Department of Health Services (DHS). ALIRTS uses LFIS data to populate certain fields of the Report prior to the OSHPD filing period. Some LFIS-populated fields may be blank for some facilities because the LFIS data may be in process.

License Facility Search Results (ALIRTS) page: The results from a facility search conducted from any of the three common menus: the search box located in the upper right-hand corner of ALIRTS Home Page; or the Advanced Search link located in the left-hand navigational bar; or in Utilization home page – in the search box located at the bottom of the page. The Results Page contains the following five column headings:

- **License:** This is the License Number issued by Department of Health Services for the facility.
- **Facility Name:** This box shows the name of the facility as shown on the license, the site address and name of the licensee (owner).
- **Oshpd id:** This shows the facility number issued by OSHPD and the status of the facility, i.e. open, closed, suspense or under construction.
- **Type:** This refers to the type of facility being licensed.
- **Action:** Two actions are provided for the user, i.e. view license or view reports. For the general public user, he/she can only view reports already submitted by the facilities.

Login ID: This is the identification that an authorized user creates for himself/herself to access the web-based application. Initially, the OAAA may create a login ID for a Facility User/Report Preparer at the time of registration. The report preparer, however, can change the ID and create a new one afterwards. When creating a Login ID, the following rules apply:

- Login IDs must be unique within ALIRTS. No one using ALIRTS can have the same login ID.
- Login IDs cannot be the same as the password.
- Must contain 6– 20 characters.
- Can contain special characters (for example, #, \$, &)
- May not contain 9 digits
- Login IDs are not case sensitive
- Can be a combination of letters and numbers. (i.e. “msmith12 or “maryannsmith” is acceptable)

OAAA: OSHPD ALIRTS Account Administrator. The OAAA is the person who has the responsibility of administering and maintaining user accounts for the facility as well as submitting the annual utilization report. The other functions include: account security, designating a Secondary Facility Contact (Alternate Contact), assigning password to facility report preparers, and adding new users.

Password: Passwords are confidential and are created by the ALIRTS user to access the report application. The passwords issued by OSHPD are for initial access to ALIRTS from OAAAs only. An initial password for the Report Preparer can be created by the OAAA. When creating a password, the following rules apply:

- Passwords are not unique; same password can be used for multiple ALIRTS accounts.
- Password cannot be the same as the login ID.
- Must contain 8 – 20 characters.
- Can contain special characters (e.g. #, \$, &)
- Passwords are case sensitive (i.e. “A” is different from “a”).
- Must contain at least one letter and one number (i.e. “msmith12” but not “maryannsmith”).

Report Actions: Depending on the user (general public or OAAA/Report Preparer), different links are available. For the general public user, he/she can only view a submitted report from the ALIRTS License Facility Search Results page after a search is requested. For the OAAA/Report Preparer, he/she will be directed to the Utilization Report Search page after logged in. Following is the list of actions that can take place from the Utilization Report Search page:

- **New Report:** This function can only be executed when a new report year from the drop-down box has been selected.
- **View:** This action is available regardless of the report status. If the user wants a copy of the report, click on the Printer Friendly Version icon after the Report is displayed.

- **Revise:** This action is available for Reports that are In Process or have been submitted as an Original or as a Revised to OSHPD. Whenever this function is being invoked, a new Report will open as “In Process” for revision. This “In Process” Report will exist until the User deletes the entire Report or actually revises the Report, validates and saves the Report and submits the Report. For more information on submitting revisions, see Chapter Two of the Guide.

Report Preparer: A general term for any designated employee from the facility or a contracted third person who is registered through ALIRTS and is authorized by the facility to complete, submit, or revise data for the annual utilization report. The OAAA of the facility is responsible for assuring that the Report Preparer(s) met all the security and report requirements for ALIRTS reporting.

Report Status: The information is found in the table of the Utilization Report Search screen that depicts the reporting status of a selected facility. There are three types of status:

- **In Process:** Active and currently being completed by facility. (The general public user cannot see this status.)
- **Submitted Original:** When a completed Report is submitted to OSHPD the first time this Report is filed as the original in the database and is kept as a permanent record.
- **Submitted Revised:** When subsequent Reports for the same reporting period are submitted, these reports are categorized as “Revised”. Only the latest revision of the Report is available for viewing.

Screen: A page or form within a website. Typically, a page that appears on the computer screen where a user types information within defined fields for reporting purposes or to start a function (e.g. registration of a facility). In ALIRTS, “screen” is a term that is used interchangeably with “web page”.

Session Time-out: This is a security feature in ALIRTS. If no activities (e.g. key entry, calculating, validating etc.) occur in 45 minutes, ALIRTS will automatically logged off. This prevents unauthorized individuals from observing or entering data on a PC that was not properly logged-off. A message will be displayed advising the user that log-off has occurred, work not saved has been lost, and the user must log in again.

User Groups: There are three categories of ALIRTS facility users and are referred throughout the User Guide:

- **OAAA** is the acronym for OSHPD ALIRTS Account Administrator.
- **Facility User** is general term for any designated employee of the facility who is registered through the OAAA and is authorized to complete, submit, and revise the ALIRTS reports on behalf of the facility. This person is also known as a *report preparer*.

- **Alternate Contact.** A facility employee who is designated by the OAAA as his/her alternate to receive ALIRTS-related e-mail and postal mail from OSHPD. This person is also known as a *Secondary Facility Contact*. The Alternate does not automatically have rights to access or submit the utilization report. The OAAA must also register the Alternate as a Facility User/Report Preparer in order to do so.

Utilization Report Search table: Results of a search conducted by the User (general public or facility user). The table for the general public user is different from the table for the facility user. The general public user can only “view” a submitted Report of a selected year. The facility user will be able to “view” or “revise” the Reports listed in table. In addition, the facility user can start a new report by selecting the appropriate reporting year from the Report Year drop-down-box, and click on the 'New Report' button.”

There are five columns in the table:

- **Report Year:** Calendar year of the report.
- **Operation Period Start:** The first day in the calendar year that the facility was open, licensed, and operational.
- **Operation Period End:** The last day in the calendar year that the facility was open, licensed, and operational.
- **Status:** The stage the report is in. (See the term Report Status in the User Guide Glossary)
- **Action:** An active link that redirects the user to other pages depending on the possible actions the user may take relative to the report’s filing status. (See the term Report Actions in the User Guide Glossary).

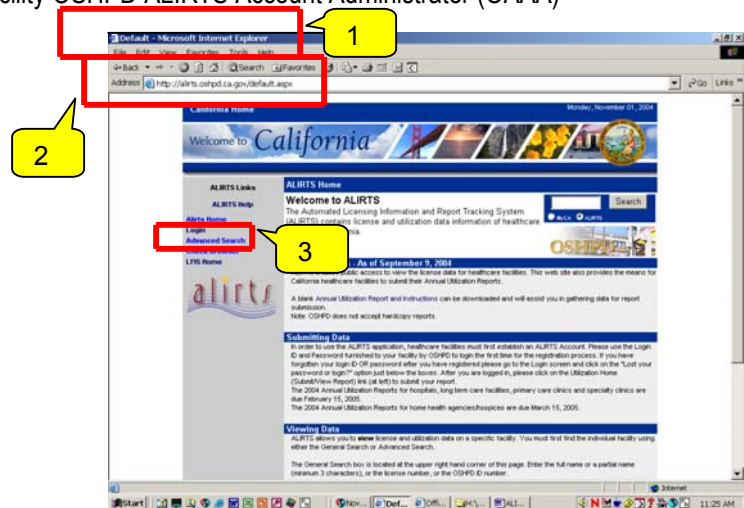
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Facility Registration: To be completed by the facility OSHPD ALIRTS Account Administrator (OAAA)

1. Launch Internet Explorer (v.5.0 or higher).
2. Type <http://www.alirts.oshpd.ca.gov> in address bar and press the Enter key.
3. Select **Login** from left navigation bar on the ALIRTS home page.
4. Enter the Login ID provided in your OSHPD ALIRTS Registration Letter.
5. Enter Password provided.
 - **Important:** Passwords are case sensitive. That means “A” is different from “a”. Please enter password exactly as it appears in the registration letter.
6. Click **Login**.
7. In the Facility Registration page enter information for **OSHPD ALIRTS Account Administrator (OAAA)**.

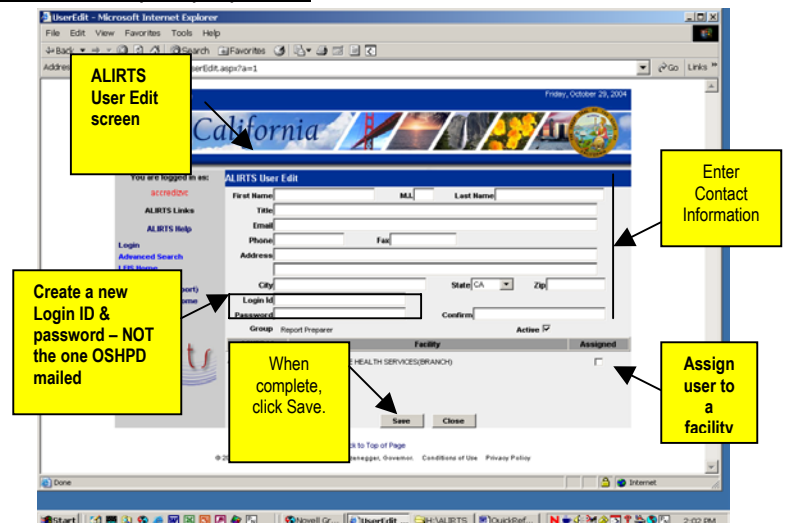
Important: Follow instructions carefully especially for entering e-mail address and creating your new password.

 - Verify e-mail address is correctly entered. All account related information will be sent to the OAAA at this email address.
 - **Caution!** DO NOT use the password that OSHPD mailed you. Create a NEW one.
8. Designate Alternate (Backup) Contact. Enter registration information for this contact as Secondary Facility Contact.
 - **Note:** Adding the Alternate Contact does NOT give him/her a user account. If you would like the alternate contact to have access to ALIRTS, you must add him/her as a report preparer. The Alternate Contact is used solely as a secondary contact to the OAAA.
9. **Optional:** Add additional facilities. If OAAA is responsible for multiple facilities, go to “Add Facility” at the bottom of the ALIRTS User Edit screen. Enter the OSHPD ID #, Login ID and Password for the additional facility as it appears in the registration letter. Click **Add Facility**. Repeat this process for each additional facility.
10. When all information has been entered, Click **Register** to submit your registration information.
11. The ALIRTS Registration Confirmation page appears. (If you would like a copy of the agreement, click **Print** before selecting I Certify.) Please read the agreement and click **I Certify** if you agree to the terms.
12. You are now ready to start a utilization report or add additional users if applicable.



Optional – Adding Report Preparers: If there will be more than one person that will enter, submit, and/or modify utilization data at your facility, you must add them as an ALIRTS report preparers.

1. From the ALIRTS home page, select **Administration Home** from the left navigation bar. Then select **User Search/Edit**.
2. Click the **Add User** button.
3. Enter the report preparer's contact information (e.g. address, phone number, and e-mail address).
4. Create a Login ID and Password for the user. Please note the requirements for creating login IDs and passwords in the table on next page.
5. Be sure to check the **Assigned** box next to the facility or facilities for which the user will be responsible as a report preparer.
6. Click the **Save** button when all information has been entered.



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APPENDIX C

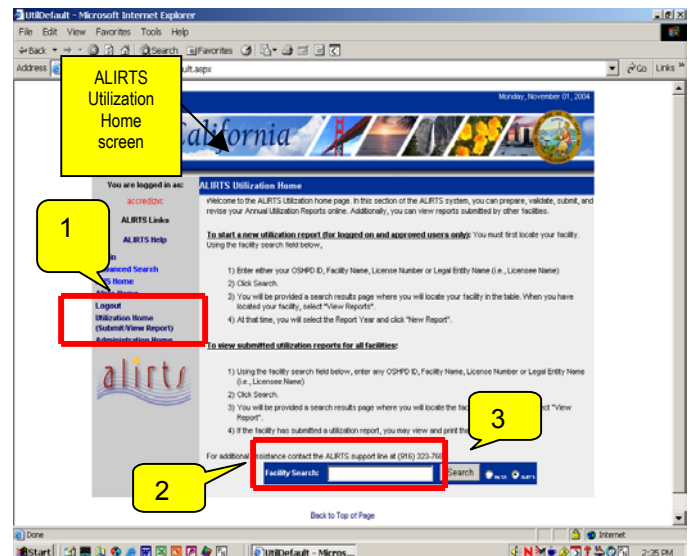
7. Repeat this process for each user to be added.
8. When complete, forward login IDs and passwords to the appropriate report preparers.
 - **Note:** Report Preparers will be required to change their password upon their first login to ALIRTS.

Login ID Requirements	Password Requirements
Login IDs must be unique within ALIRTS. No one can have the same Login ID. The login ID cannot be the same as the password.	Passwords are not unique. The same password can be used for multiple ALIRTS accounts, but cannot be the same as the login ID.
Must contain 6 – 20 characters, cannot be OSHPD ID #	Must contain 8 – 20 characters.
Can contain special characters (e.g. #, \$, &)	May contain special characters (e.g. #, \$, &)
Login IDs are not case sensitive.	Passwords are case sensitive (i.e., “A” is different from “a”).
Can be any combination of letters and numbers. (i.e. “msmith12 or “maryannsmith” is acceptable)	Must contain at least one letter and one number (i.e. “msmith12 but not “maryannsmith”)

Creating a Utilization Report: When registration is complete and if applicable, Report Preparers have been added. You are now ready to create or start a utilization report.

After you have registered, you are automatically taken to the **ALIRTS Home** page.

1. From the ALIRTS Home Page, Select Utilization Home (Submit/View Report) from the left navigation bar.
2. At the bottom of the Utilization Home Page, enter your nine-digit OSHPD ID# and click **Search**. Make sure the ALIRTS radio button is selected. **Note:** Alternatively, you may enter your facility name, licensee name, or license number in the search field.
3. You are then given the **Facility Search Results** page. Your facility should appear in the table. If your facility did not appear, check the OSHPD ID# or facility name entered and verify that it is correct. If it is correct and you still cannot locate your facility, please contact ALIRTS Support for assistance.
4. Click the **View Reports** link in the last column.
5. Select the appropriate **Report Year** from the drop down listing.
6. Click the **New Report** button.
7. Begin entering your utilization data.
8. **It is important to Click the Save button (at the bottom of each section) before you close the session or log-off.**
9. **Optional:** You may also click **Calculate** each section to total the data entered in that section.
10. When you have finished entering your data, click **Validate & Save** (at the bottom of the report, below the General Comment Section).
11. If you have errors you must clear them before you will be allowed to submit the report. (For more information on errors click **ALIRTS Help** to reference the ALIRTS User Guide and Reporting Instructions.)
12. When all errors are cleared click the **Submit** button at the bottom of the report page.
13. You will be requested to certify the report. After you have read and agreed to the terms of the agreement, click **OK**.
14. A new page appears: “ALIRTS Confirmation of Submitted Report”. Click **Print** and keep a copy of this confirmation.
15. Click **Close** to return to the ALIRTS Utilization Home Page.
16. Congratulations, you’ve submitted your Annual Utilization Report!



APPENDIX D

Upgrade Guide Internet Explorer (IE) 128-bit Encryption

To accommodate ALIRTS, your Microsoft Internet Explorer (IE) browser requires 128-bit Security Encryption. Follow the instructions below to download and upgrade your IE version.

- 1 Launch Internet Explorer (IE).
 - 2 ALIRTS is a “secure” site that requires 128-bit encryption. While online, check the browser version and encryption security level as follows:
 - 2.1. Click **HELP** on the IE toolbar.
 - 2.2. Click **About Internet Explorer**. A window will appear showing the browser’s version. Note the browser version, as it may be needed later. The “Cipher Strength” (encryption) should read “128-bit”.
 - 3 If it does, close the window and skip to the registration process (Step 3).
 - 4 If the “Cipher Strength” is less than 128-bit, click on **Update Information**. This will link with a Microsoft download page.
 - 4.1. To update the encryption connection, locate the browser version and operating system on the right side, and click on **High Encryption Pack**. A window will open with two save options –
 - 5 “Run this program from current location”. If this option is selected the encryption program will install immediately, or,
 - 6 “Save this program to disk”. If this option is selected, the encryption program will save the file to the designated location on the computer. The upgrade program will need to be installed before accessing the ALIRTS Home page.
 - 6.1. After the program is downloaded (or saved) the system will return to the Microsoft Internet Explorer High Encryption Pack page. Close the window.
- Double-check your 128-bit encryption update: Click **Help - About Internet Explorer** - and check the Cipher Strength. It should now be 128-bit. If so, your system is now upgraded and you may continue with the registration process. If the update was not successful, you should contact your organization’s IT technical support.